

# **Initial Submission Checklist** **LEA/SOP Policies, Procedures, and Forms**

As part of the IDEA program monitoring process, the South Carolina Department of Education's Office of Special Education Services (OSSES) reviews LEAs/SOPs policies, procedures, and forms to ensure compliance with federal and state regulations for students with disabilities. Each LEA/SOP scheduled for monitoring for the 2016-2017 school year must submit a completed checklist and supporting documentation by **September 16, 2016**.

Requirement	Documentation/Evidence	Check
Notice of Procedural Safeguards	Notice	
Appointment of Surrogate Parents	Policies, procedures, and district forms	
Discipline of Students with Disabilities	Policies, procedures, and district forms	
Confidentiality/Records Access	Policies, procedures, and district forms	
Transition from Part C to Part B	Policies, procedures, and district forms	
Evaluation and Reevaluation	Policies, procedures, and district forms	
Individual Family Service Plan (IFSP) (if applicable)	Policies, procedures, and district forms	
Child Find	Policies, procedures and other documentation of Child Find activities	
Alternative Placements	Policies, procedures, and district forms	
Detention Center (if applicable)	Policies, procedures, and district forms	
Notice of Meeting	District form (if applicable)	
Consent to Evaluate/Reevaluate	District form (if applicable)	
Evaluation Summary Report	District form (if applicable)	
Eligibility Determination	District form (if applicable)	
Age of Majority Notification	District form (if applicable)	
Consent to Invite Outside Agencies	District form (if applicable)	

**LEA/SOP:** \_\_\_\_\_

**Special Services Administrator:** \_\_\_\_\_